



City of South Bend

Vacancy Announcement

Post Date: Monday, April 13, 2015

Closing Date: Thursday, April 16, 2015

## **GENERAL OPERATOR**

**Category:** Full Time - Teamster

**Department:** Public Works/Environmental Services

**Reports To:** Manager- Wastewater (Treatment)

**Schedule:** Varies: 8 hour shifts Monday through Friday; OR 12 hour shifts (Sunday-Wednesday or Thursday); OR 12 hour shifts Wednesday or Thursday through Saturday; OR various shifts as plant coverage requires including but not limited to 10 hour shifts Monday through Thursday.

**Pay Rate:** \$18.94/hour

**Position:** SUMMARY

Participates in the operation of pumps, engines, compressors, and other mechanisms at the Wastewater Treatment Plant and other changes that will maintain biological treatment and other wastewater treatment processes.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Participates in maintaining all operations of the plant.
- Oversees the control of sludge through preheaters, regulation of compressors, chlorine addition, and other activities that maintain the efficiency of the biological process.
- Answers telephone, writes down complaints, takes corrective action, and handles emergency situations and phone calls.
- Maintains and make recommendations to improve safe work environment.
- Use of computer and knowledge of plant and lift station telemetry.
- Responsible for other duties as assigned by either Operations Manager or Lead/Senior Operator.
- Other duties as assigned.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs other duties and assume other responsibilities as apparent or as delegated.

## **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Any combination equivalent to graduation from high school and one (1) year of experience as an operator at a Wastewater Plant.
- Must receive a Wastewater Operator Class I certification within twelve (12) months of becoming eligible and must always hold a minimum of a Class I certification to hold the position of Operator.
- Must be certified in confined space entry.

## **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Must perform all job functions with honesty and professionalism.
- Must negotiate stairs.
- Must visually trace piping.
- Must be able to hand operate manual valves from below floor level to ceiling heights.
- Must be able to climb and work on a ladder.
- Must be able to work around open and unprotected water.
- Must be able to physically clean and spills that occur on one's shift.
- Must be able to work in high places.
- Must be able to make process decisions based upon visual observations.
- Must be able to read and write to monitor and log process instrumentation outputs.
- Must be able to work in confined spaces.
- Must be able to work outside in all weather conditions.
- Must be able to lift 60lb. polymer bags.
- Must be able to work alone.
- Ability to make sound judgments independently.
- Ability to work on one's feet and to remain alert at all times.
- Must interact with coworkers and public with tact and diplomacy.
- Ability to work effectively in a team environment.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License.
- Must receive a Wastewater Operator Class I certification within twelve (12) months of becoming eligible and must always hold a minimum of a Class I certification to hold the position of Operator.
- Must be certified in confined space entry.

## **EQUIPMENT**

Desktop and laptop computer; landline and cellular; facsimile machine; copier, and scanner.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools or controls; and each with hands and arms. The employee must occasionally lift and/or move up to 80 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work performed indoors/outdoors in adverse weather conditions. Individuals may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, noise and extreme temperatures.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**